



SAN FRANCISCO BAY CONSERVATION & DEVELOPMENT COM CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	SAN FRANCISCO BAY CONSERVATION & DEVELOPMENT COM	RELEASE DATE:	Thursday, June 24, 2010
POSITION TITLE:	Chief Deputy Director	FINAL FILING DATE:	Thursday, July 22, 2010
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	06222010_11

POSITION DESCRIPTION

The award-winning San Francisco Bay Conservation and Development Commission (BCDC) is a small state agency located in San Francisco's financial district close to public transportation. BCDC, which has regulatory and planning authority over development in San Francisco Bay and along the Bay's nine-county shoreline, has been nationally recognized for its pioneering work in sea level rise adaption planning. BCDC's 45-member staff takes pride in its high level of professionalism and dedication. The staff includes planners, analysts, engineers, attorneys, designers and secretaries.

Under the general direction of the Commission's Executive Director, the Chief Deputy Director plans and directs the programs of the Commission; provides day-to-day supervision of a multi-disciplinary staff; undertakes special studies as assigned; functions as advisor to the Executive Director on procedures, policies and program development; and may have direct responsibility for supervising one or more of the Commission's line functions.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

SPECIAL REQUIREMENTS

All application materials must be RECEIVED in the Human Resources Office of the California Coastal Commission by 5:00pm, Thursday, July 22, 2010.

Human Resources Office

California Coastal Commission

45 Fremont Street, Suite 1930

San Francisco, CA 94105

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Possess one or more of the following:

- current membership in the California State Bar,
- graduate degree in city or regional planning, public administration, natural resource management or a similar curriculum;
- current registration in California as a professional civil engineer, or
- knowledge of federal and state environmental, land use, and administrative laws,

AND a wide range of professional experience that encompasses:

- knowledge of and experience in administering California and land use laws, including knowledge of the McAtter-Petris Act, the California Environmental Quality Act, the National Environmental Policy Act, and the Coastal Zone Management Act;
- knowledge of land use planning, transportation planning, resource management, architecture, landscape architecture, and civil engineering;
- experience in dealing with local, state and federal agencies and policies that involve coastal resources and development in coastal zones;
- skill in supervising lawyers, engineers, planners, administrators or similar professionals;
- experience in conducting planning studies, producing technical reports, formulating policies and recommendations, and writing and editing a variety of written material;
- ability to motivate professionals and support staff to produce high quality work on time and to assure that short-term deadlines for planning, enforcement and regulatory activities are met; and
- ability to negotiate effectively with permit applicants, aggrieved parties and the staff of other agencies to achieve assigned objectives quickly, smoothly and efficiently.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be

conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Deputy Director**, with the **SAN FRANCISCO BAY CONSERVATION & DEVELOPMENT COM**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

A screening committee will review the applications to determine whether they meet the minimum and desirable qualifications described in this bulletin. It is, therefore, critical that applicants fully describe their education and specific experience applicable to these standards.

If necessary, examination interviews may be conducted Tuesday, August 10, 2010 through Friday August 13, 2010.

Job-related criteria will be used to comparatively rank qualified candidates. A minimum rating of 70 percent must be attained for list eligibility. All candidates will be notified in writing of the examination results.

FILING INSTRUCTIONS

Application materials must be RECEIVED by 5:00pm, Thursday, July 22, 2010.

The California Coastal Commission does the Human Resources work for BCDC.

SUBMIT ALL APPLICATION MATERIALS TO:

Human Resources Office

California Coastal Commission

45 Fremont Street, Suite 1930

San Francisco, CA 94105-2219

For questions about the examination process, contact Pat Beck, Personnel Officer (415) 904-9446 or pbeck@coastal.ca.gov

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

SAN FRANCISCO BAY CONSERVATION & DEVELOPMENT COM, Care of California Coastal
Commission, Human Resources
45 Fremont Street, Suite 1930, San Francisco, CA 94111

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ADDITIONAL INFORMATION

For questions about the position, contact:

Will Travis, Executive Director, (415)352-3653. email: travis@bcdcc.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The SAN FRANCISCO BAY CONSERVATION & DEVELOPMENT COM reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>